# How to look for your Vacancies in the new Beacon system (in the Organization Management component)

Scenario: You have the SAP position # (e.g. 60012345) and want to see if the position is vacant. This aide describes how to look that up in the Beacon system using T-Code PPOSE.

Step 1: Log on to the SAP system and enter T-Code PPOSE or use the menu path as indicated on the screenshot below:
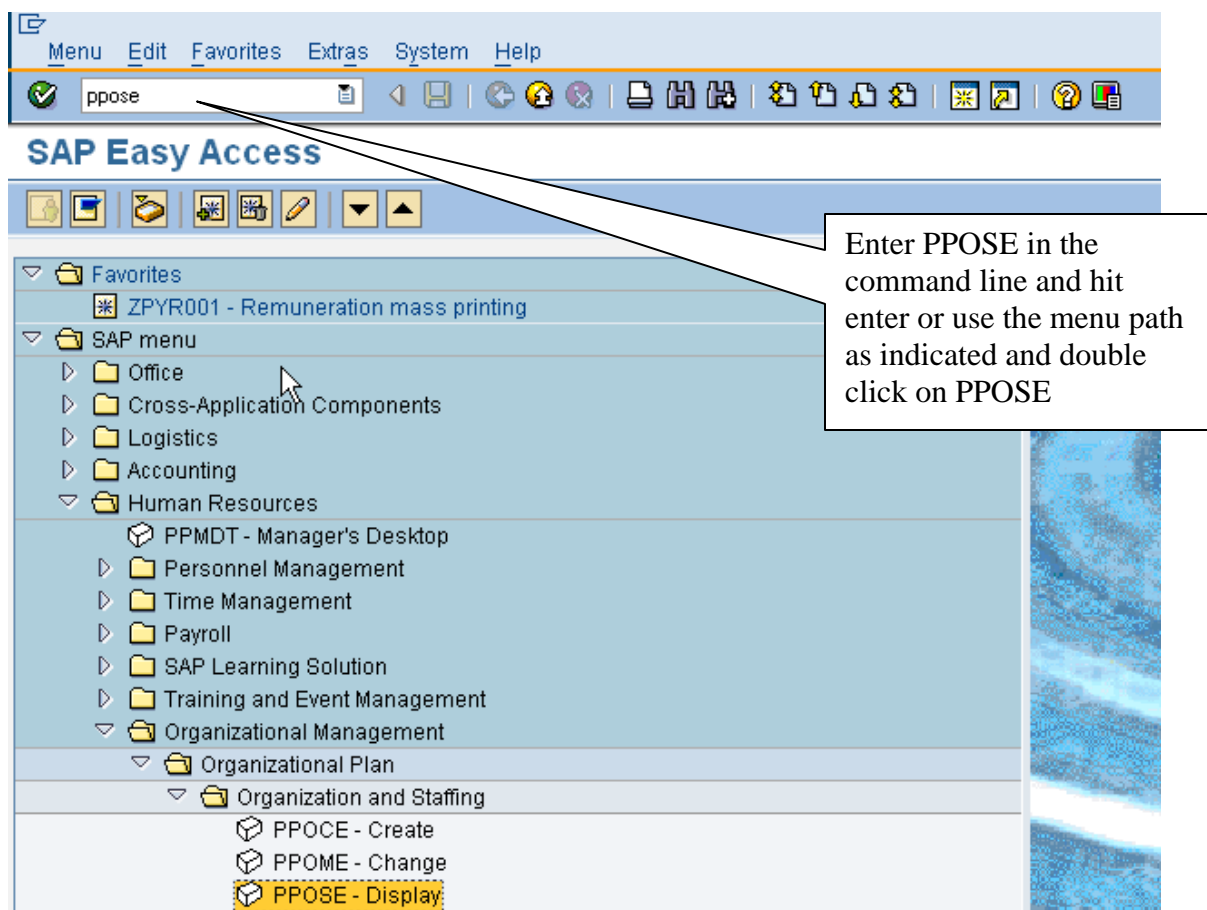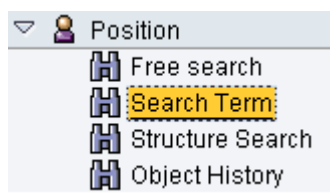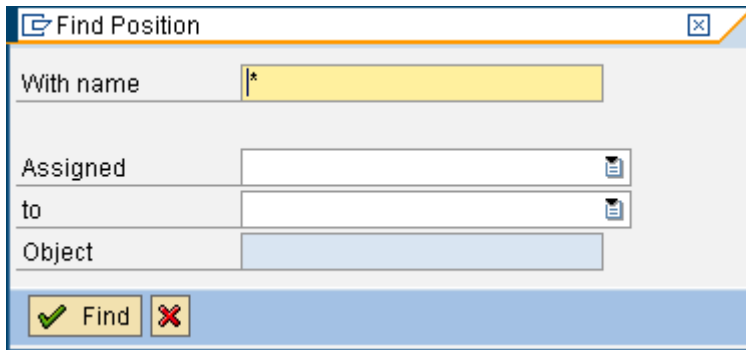
Step 2: The following screen will appear:
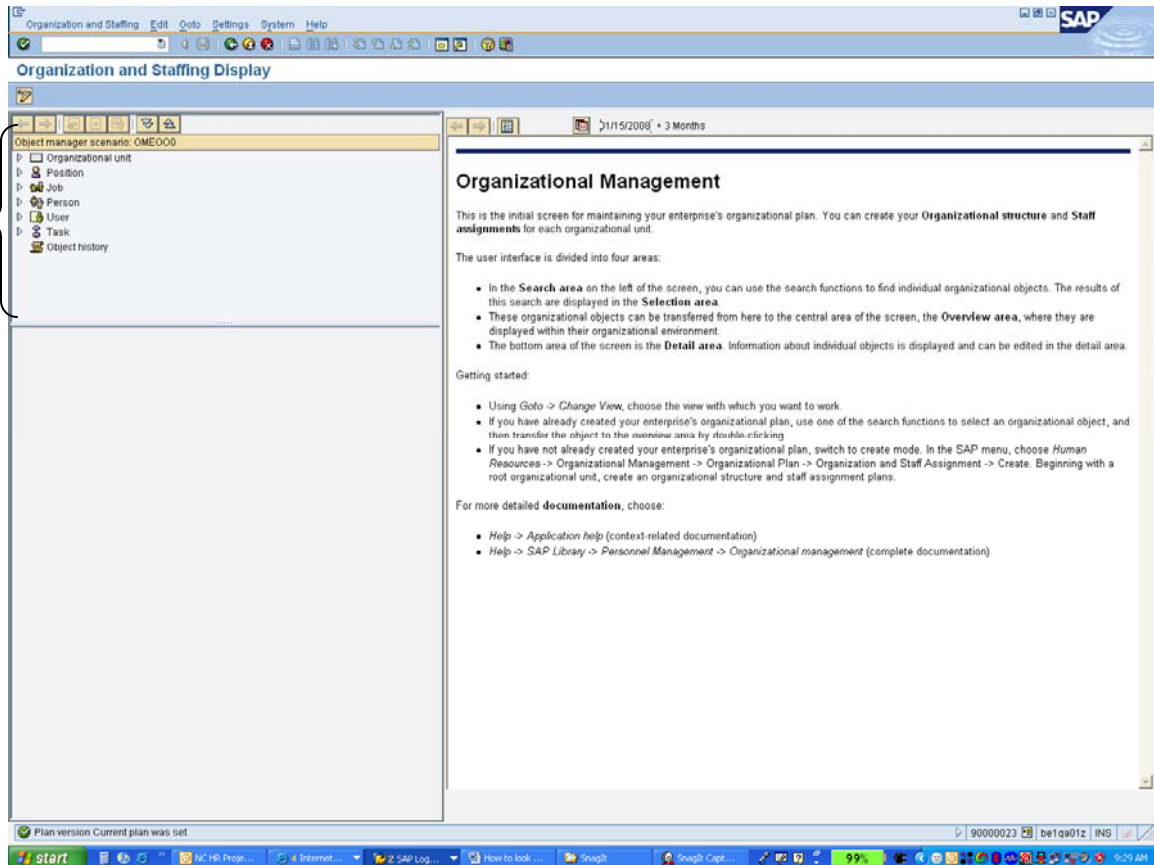
Now go to the search area and click on the little triangle next to Position icon
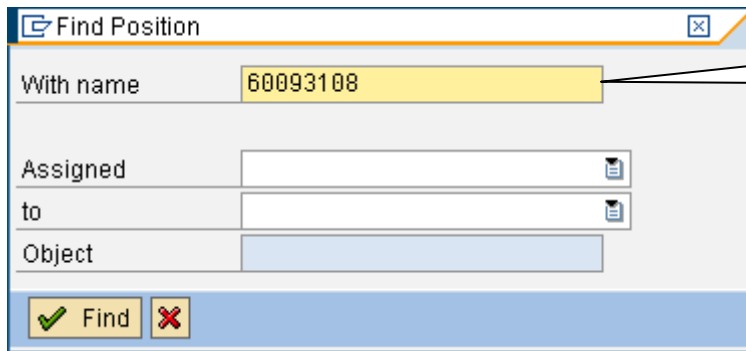▷ 👤 Position to reveal all the possible search methods:

Step 3: Click on 'Search term' [H] `Search Term` - the next pop-up will appear:

Step 4: Enter the SAP position # in the 'With name' field:

Enter the SAP position # in this field

Click on 'Find' [✔ Find] to continue
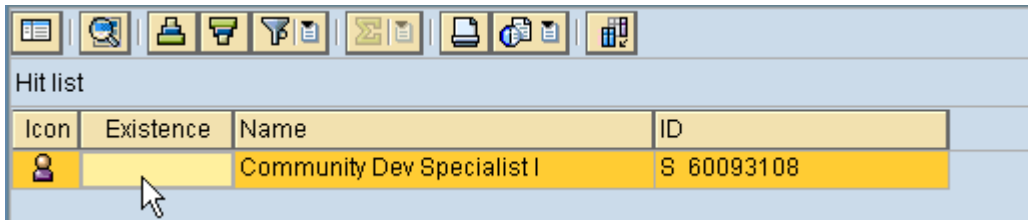
Step 5: You will see the position in the selection area of your screen under 'Hit list':
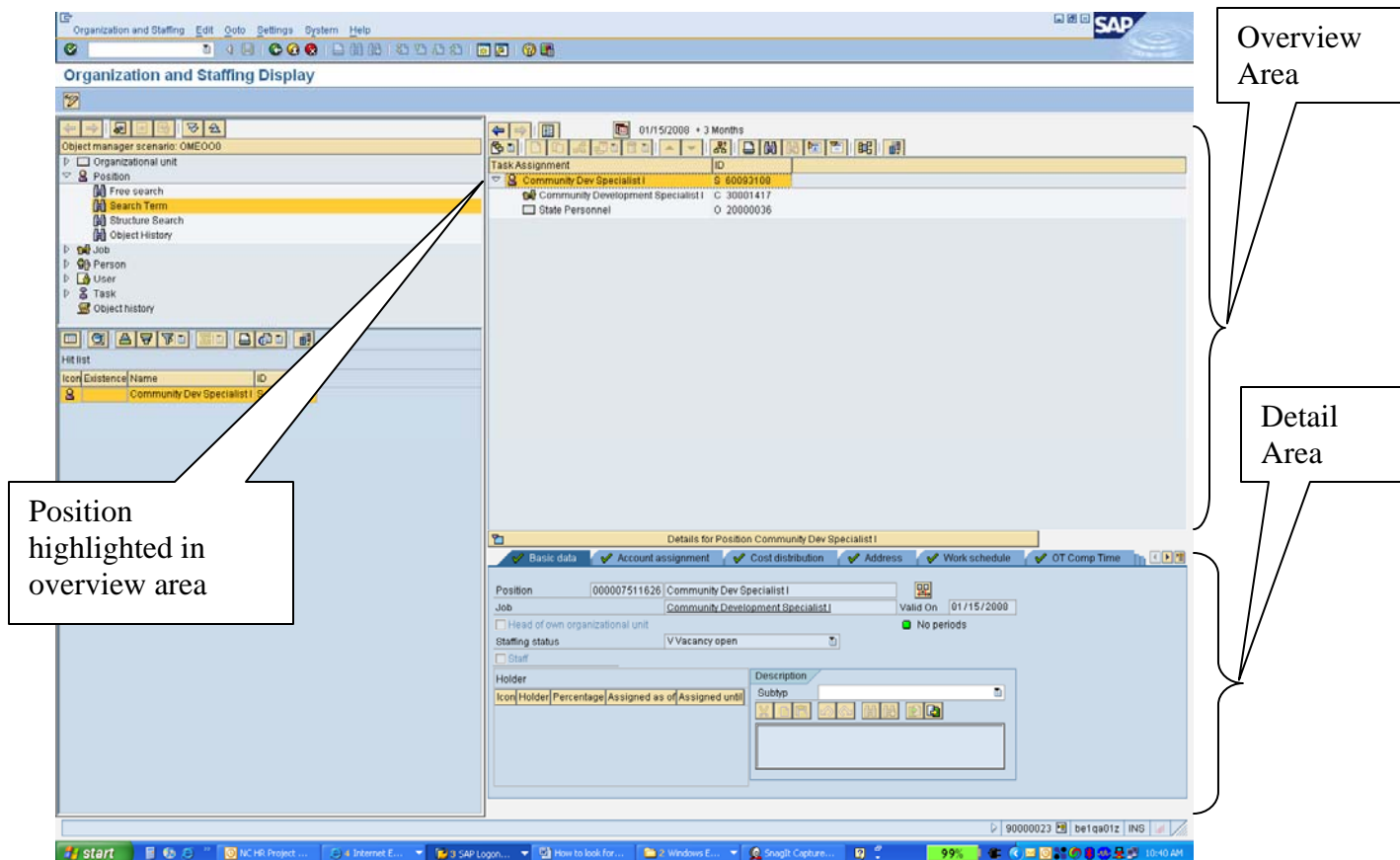
Selection Area

Position # 60093108

Step 6: Put your cursor on the line and double click to select this position (the color of the line will turn orange) – see below:

Step 7: The position will now appear in the 'Overview Area' of your screen:

You will also see the job (class) Community Development Specialist I C 30001417 and the Organizational Unit State Personnel O 20000036 the position is attached to.

Step 8: To look at all the specific attributes (detail info) of this position please look at the detail area (indicated in screen-print above)

Staffing status: Vacancy open

The detail area will usually default to the 'Basic data' ![Basic data] tab (first tab in detail area). It is on this tab that you will be able to see whether the position is vacant.

Look at the 'Staffing status' – it shows the following value '**Vacancy open'** which means position # 60093108 is currently a vacancy.

The other potential statuses of this field are listed below:

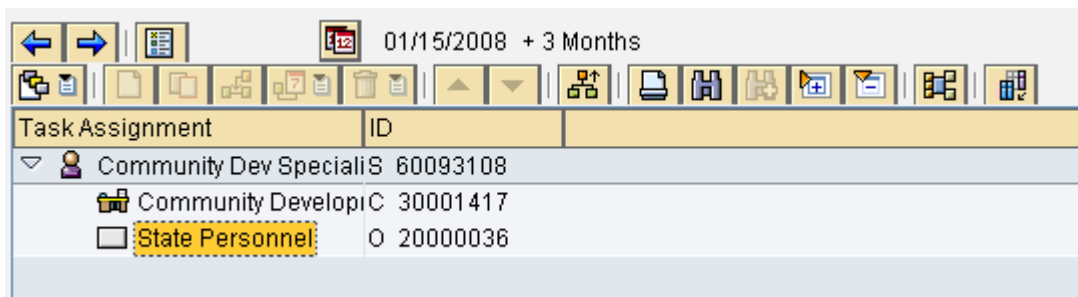1. **Vacancy occupied or put on hold** (person in position)
2. **Obsolete** (position cannot be filled and will be abandoned)

Bonus tip:

There is also a neat way in which you can look at all the vacancies in a particular Organizational Unit. Let us use the example above – say you wanted to look at all the positions and their status in this Org Unit (# 20000036)

Step 1: Select the Org Unit by clicking on it (should turn orange). You can also look at any other Org. Unit by searching for it in the 'Search Area', then selecting it in the 'Selection Area'.
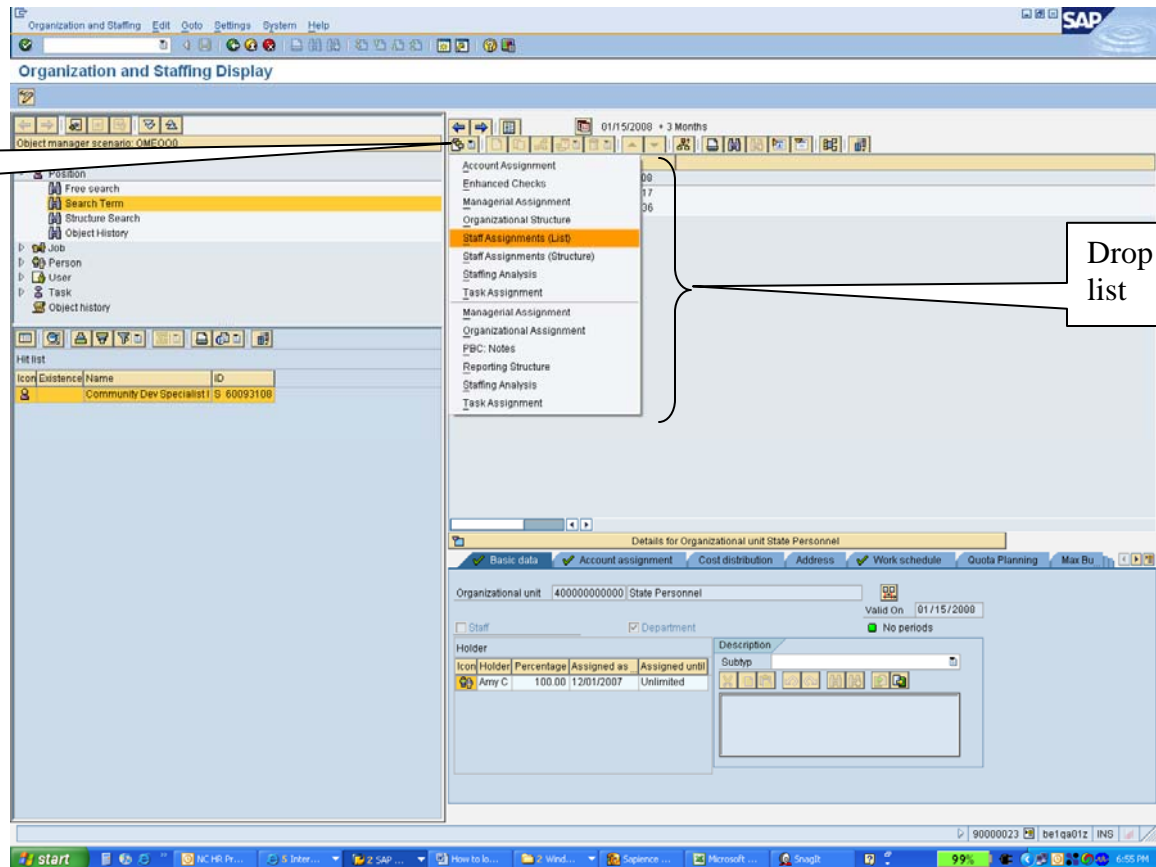
Step 2: Click on the following icon [icon] and a drop down list of scenarios will appear:

Step 3: Select the 'Staff Assignments (List) scenario by clicking on it when highlighted

Step 4: The following screen will appear:

This view shows which position(s) in an Org Unit are vacant using this icon.

Below is an example of an Organizational Unit with a number of filled positions and one vacancy. Positions can also have other statuses (Unoccupied, position with several holders, Obsolete Position etc.).

Icon legend button

Vacancy

01/18/2008 + 3 Months

Staff assignments OSP DO-Consulting Group 1

Icon	Existence	Person/user	Position	Percentage	Job
		Vanessa M Wells	Administrative Support Associate	100.00	Administrative Support Associate
		Needham A Wall	Human Resources Managing Partner	100.00	Human Resources Managing Partner
		Janie F Watkins	Human Resources Associate	100.00	Human Resources Associate
		Carolyn W Dobbin	Human Resources Associate	100.00	Human Resources Associate
		Kassia D Elliott	Human Resources Partner	100.00	Human Resources Partner
		Donald A Nattress	Human Resources Partner	100.00	Human Resources Partner
		Laura J Sheely	Human Resources Partner	100.00	Human Resources Partner
		Lynn Jackson Floyd	Human Resources Partner	100.00	Human Resources Partner
		Gratia Maurine Mellows	Human Resources Associate	100.00	Human Resources Associate
		Larry M Vales	Human Resources Partner	100.00	Human Resources Partner
		Stanley D Brown	Human Resources Partner	100.00	Human Resources Partner
		Vacant	Legal Specialst		Legal Specialst
		Joyce M Weathersby	Human Resources Partner	100.00	Human Resources Partner
		Vivian B Jackson	Human Resources Partner	100.00	Human Resources Partner

If you want to know what the meaning of a specific icon is you can click on the icon legend button and the following screen will show all the different icons:

Icon legend

Icon	Description
	Job
	Organizational unit
	Person
	Position
	Task
	User
	Chief
	Vacant position
	Unoccupied position
	Obselete Position
	Position with several holders
	Object to be added
	Object removed